

ADMINISTRATIVE - INTERNAL USE ONLY

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**PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
22 December - 28 December 1983**

**I. Items or Events of Major Interest that Have Occurred
During the Preceding Week**

A. Joint Publication Research Service (JPRS): As of 19 December, all printing requirements for JPRS have been transferred to OL/P&PD. During the next two weeks, operations at JPRS will be phased out and it is anticipated that the final transfer of remaining personnel, equipment, and supplies will be made by 9 January 1984.

B. Quality Circles:

1. On Thursday, 22 December, P&PD representatives met with [redacted] Psychological Services Division, OMS regarding a Quality Circle Assessment Survey directed toward the Agency environment. It is planned that this survey will be administered to the P&PD population approximately mid-February 1984.

2. [redacted], P&PD QC Consultant, has been given the go-ahead to proceed with plans for a P&PD plant wide assessment survey on 30 January 1984. This will be the follow up instrument to the initial 1982 survey, which established the attitudinal database as part of the QC pilot program.

C. Waste Paper Removal Proposals: OL/P&PD is in receipt of, or is expecting, proposals from three vendors involved in installation of systems utilizing forced air for removal of scrap paper from printing and binding operations. An air conveying and baling system offers three advantages over the present method of scrap disposal. The present system requires that eight to ten hampers be used for overnight storage of waste. These take up valuable dock space and are not sufficient for expected growth. Also, baled material reduces the potential for paper litter, both

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inside and outside the plant. Finally, baled material, because of bulk and handling benefits, provides a higher scrap pay back to the Government.

II. Significant Events Anticipated During the Coming Week

None

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